



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
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Arlington COVID-19 Business Resiliency Program Technical Assistance Responses to Questions Received

1. Page 2 of the RFQ lists the responses required for the Non-Price Proposal. The last item on the list is the Price Summary Sheet. Should the Price Summary Sheet be submitted separately from the Non-Price Proposal?

Response: The Price Summary Sheet does not need to be submitted separately.

2. Are all one-on-one sessions and group workshops conducted remotely via teleconference (Zoom, Skype, etc.)?

Response: For the foreseeable future all meetings, one-on-one or otherwise, are expected to be done virtually.

3. What number, frequency, and length are the one-on-one sessions?

Response: There is no set number, frequency, or length for one-on-one sessions. Respondents may set a number, frequency, and length in their proposals that are appropriate based on their experience. At this time, we have received 14 applications, half of which applicants have requested technical assistance.

4. What is the frequency, length, and estimated number of participants for group sessions?

Response: There is no set frequency, length, or attendance expectation for group sessions. Respondents may set those parameters in their proposals that they believe are ideal or appropriate based on their experience. At this time, we have received 14 applications, half of which applicants have requested technical assistance.

5. What professional experience and education are required to be a technical assistant?

Response: Respondent qualifications are outlined in Section II of the RFQ and detailed comparative evaluation criteria are listed in section III:

<https://www.arlingtonma.gov/home/showpublisheddocument?id=54008>.